

11 FEB 1969

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C-O-N-F-I-D-E-N-T-I-A-L

SSR: T&H Item #2  
Speaker Guidance  
2 pages plus map

*Surprise for 24 Feb 3 March*

11 February 1969

25X1

This is to confirm arrangements made by telephone on Monday,  
3 February 1969.

You are invited to present the subject "Agency Records  
Management" on Wednesday, 5 March 1969  
at Good to 4:00 pm  
1500 - 1600 to be given at

25X1

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to the Support Services Review: Trends and Highlights  
Course.

Attached are a guidance sheet concerning the course and travel

25X1

If you desire any further information about  
the course, please contact the Course Administrator,

25X1

25X1 on

25X1

JOHN RICHARDSON  
Director of Training

*by AR*

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